REPORT RESUMES

ED 018 596

RECORDS OF SUPERVISED OCCUPATIONAL EXPERIENCE AND TRAINING IN VOCATIONAL AGRICULTURE.

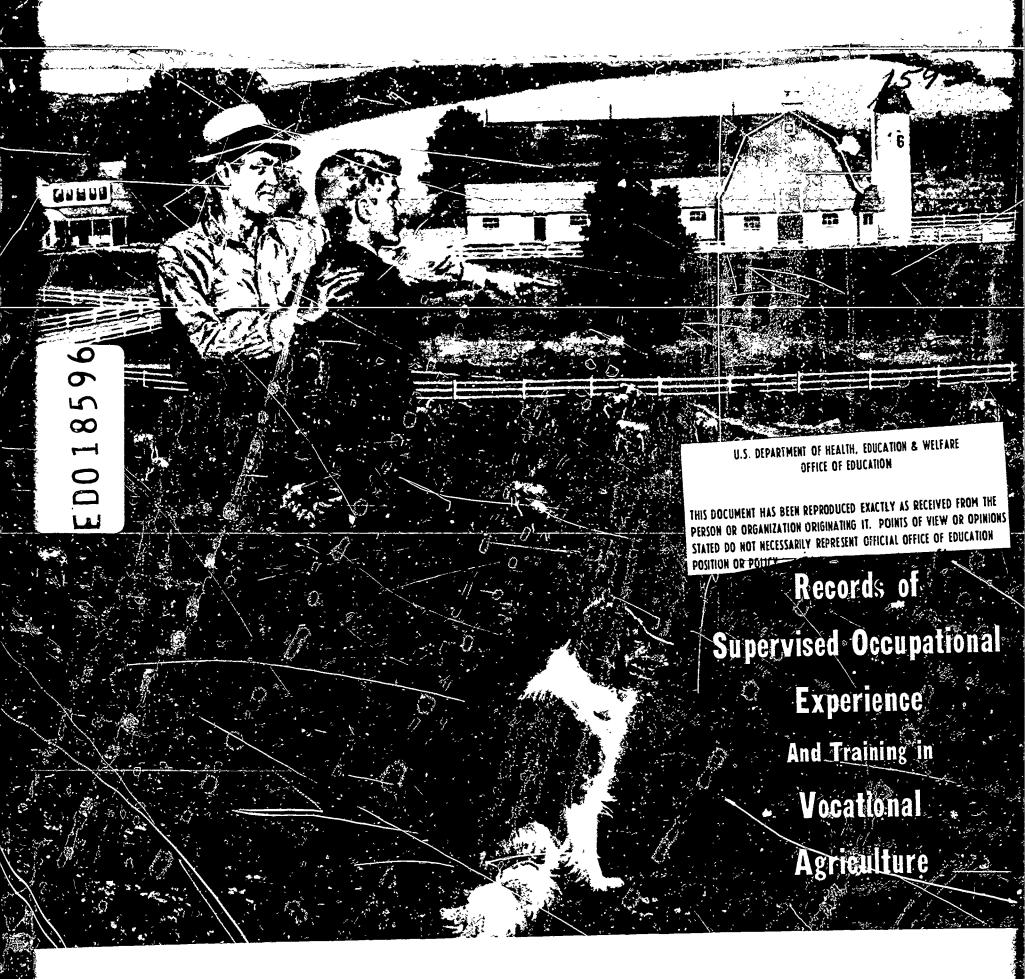
BY- BURCROFF, WALTER AND OTHERS

PUB DATE 64

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DESCRIPTORS- *VOCATIONAL AGRICULTURE, *WORK EXPERIENCE, COOPERATIVE EDUCATION, *RECORDKEEPING, *RECORDS (FORMS),

HIGH SCHOOL VOCATIONAL AGRICULTURE STUDENTS MAY KEEP RECORDS OF THEIR SUPERVISED OCCUPATIONAL EXPERIENCE IN THIS RECORD BOOK. DEVELOPED BY A NATIONAL COMMITTEE OF TEACHERS, SUPERVISORS, AND TEACHER EDUCATORS, IT PROVIDES SPACE FOR RECORDING ESSENTIAL PLANS, PLACEMENT AGREEMENTS, MONTHLY WORK EXPERIENCES, FINANCIAL SUMMARIES, ACTIVITIES, AND CONFERENCES. A TEACHER'S GUIDE IS ALSO AVAILABLE (VT 001 589). BOTH THIS DOCUMENT AND THE TEACHER'S GUIDE ARE AVAILABLE FOR 50 CENTS EACH FROM THE FRENCH-BRAY PRINTING COMPANY, CANDLER BUILDING, BALTIMORE, MARYLAND 21202. QUANTITY DISCOUNTS ARE AVAILABLE. (JM)



"To live and work on a good farm is pleasant, challenging, and rewarding"

NAME	ADDRESSPHO	NE
SOCIAL SECURITY NUMBER	SCHOOL	
INSTRUCTOR	PHONE	
SCHOOL YEAR	19TO	19

AND

PURPOSE OF THIS BOOK

Supervised work experience is an essential feature of a course in vocational agriculture. Your experience should include the production and marketing of crops and livestock and other experiences necessary for successful careers in agriculture. For many students, this chance for experience may be available at home. Other students with limited opportunities at home may find that placement with cooperating employers on such places as good farms, greenhouses, and nurseries which are approved by the school, may be the best way to get the needed experience. In either case this record book will assist you and your teacher in planning and conducting a program of practical work experience that will supplement your class instruction and guide you in attaining your objectives.



Specifically this book provides space for:

- 1. Describing the places where you work.
- 2. Recording the kind of experience planned.
- 3. Recording the details of the placement agreement.
- 4. Recording work experiences by months.
- 5. Keeping records of your accomplishments.

Records of other phases of your farming program should be kept in the manner prescribed by your teacher.

PREPARATION OF THIS BOOK

Many teachers and others assisted in testing and developing the ideas reflected in this record book. The national committee listed below is to be commended for its contributions.

Walter Burcroff, Teacher of Vocational Agriculture, Connecticut W. R. Crabill, Area Supervisor, Virginia
Norman Hoover, Teacher Trainer, Pennsylvania
H. Neville Hunsicker, Program Specialist, U. S. Office of Education Henry L. Polis, Supervisor, Washington
Willard Wolf, Teacher Trainer, Ohio
W. Howard Martin, Teacher Trainer, Connecticut (Chairman)

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PLANS FOR GETTING STARTED IN AN AGRICULTURAL CAREER

DATE_



My career choices are:

First	
SECOND	
Third	
Describe education and approximate manded to	or each career. Outline your plans for reaching them.
Show the relationship of work experience to these	e careers.
WHAT IT TAKES	
(Experience, Education, Money, other)	PLANS FOR REACHING MY OBJECTIVES
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WHERE I WORK

After you and your teacher have found an employer you should learn about the agricultural activities of his farm or establishment. This will help you and your teacher to plan with your employer to provide you with the broadest experience possible. Have your employer help you to get needed information.

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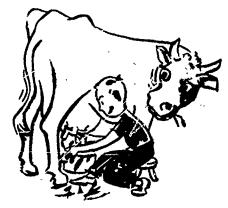
WHERE I WORK

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MY WORK EXPERIENCE PROGRAM—PLANS

List the jobs you will do and the responsibilities you will take in your work experience program. Add to this list as you study and work. Describe the extent of the experiences gained as the jobs are completed. Use such terms as "can do well" or "need more experience".



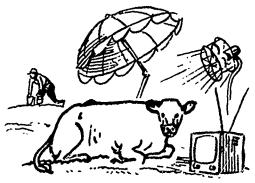
JOBS AND RESPONSIBILITIES	DEGREE AND EXTENT OF EXPERIENCES GAINED
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MY WORK EXPERIENCE PROGRAM--PLANS

JOBS ÁND RESPONSIBILITIES	DEGREE AND EXTENT OF EXPERIENCES GAINED
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SUMMARY OF FARM AND HOME IMPROVEMENT PROJECTS ON STUDENT'S HOME PLACE



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PLACEMENT AGREEMENT

For The Supervised Work Experience of a Student of Vocational Agriculture

To provide a basis of understanding and to promote business relation-	
ships this memorandum is established on	1
This work will start on	
about 13 unless the arrangement becomes unsatisfactory to either party.	
Person (employer) responsible for training	
The usual working hours will be as follows:	
While attending school	
When not attending school	
Provisions for overtime:	
Provision for time off:	
Liavility Insurance coverage (type and amount)	
Wages will be at the following rate(s):Trial Period:	
Remainder of the Agreement Period:	
And will be paid (when?):	,`
IT IS UNDERSTOOD THAT THE EMPLOYER WILL:	
Provide the student with opportunities to learn how to do well as many jobs as poparticular reference to those contained in the Planned Program. (Pages 4 and 5)	ssible, with
Coach the student in the ways which he has found desirable in doing his work and l management problems.	nandling his
Help the teacher make an honest appraisal of the student's performance.	
Avoid subjecting the student to unnecessary hazards.	
Notify the parent and the school immediately in case of accident or sickness and i serious problem arises.	f any other
Assign the student new responsibilities when he can handle them.	
Cooperate with the teacher in arranging a conference with the student on superviso	ry visits.
Provide other considerations:	X.

THE	STUDENT AGREES TO IT	EMS CHECKEI	BELOW:				
	Do an honest day's work rec justify hiring him.	cognizing that th	ne employer must p	profit from h	is labor in order t		
	Keep the employer's interest in mind and be punctual, dependable, and loyal.						
	Follow irstructions, avoid un	safe acts, and be	alert to unsafe co		, 3, 5 3		
	Be courteous and considerate	of the employer,	his family, and ot	thers.			
······································	Keep such records of work ex	kperience and ma	ike such reports as	the school r	nay require.		
	Develop plans for manageme			,			
	Other:						
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THE	TEACHER, IN BEHALF O	F THE SCHOOL	L, AGREES TO:	, ,			
······································	_Visit the student on the job at he gets the most education or			of instructio	n and to insure tha		
	_Show discretion at the time a	and circumstance	s 🗥 hese visits, esp	ecially when	the work is p.essing		
	Other:				-		
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THE	PARENT AGPRES TO:		_				
	Assist in promoting the value teacher of vocational agricult		experience by coop	erating with	the employer and th		
	_To satisfy himself in regard		d working conditio	ng made ava	ilable to the studen		
	Other:						
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ALL	PARTIES AGREE TO:			,			
	_An initial trial period of	_working days :	o allow the student	t to adjust an	d prove himself.		
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PLACEMENT AGREEMENT

For The Supervised Work Experience of a Student of Vocational Agriculture

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Person (employer) responsible for training_	
The usual working hours will be as follows:	
While attending school	
When not attending school	
Provision for time off:	
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Remainder of the Agreement Period:	
And will be paid (when?):	
IT IS UNDERSTOOD THAT THE EMPLO	OYER WILL:
Provide the student with opportunities particular reference to those contained	es to learn how to do well as many jobs as possible, with in the Planned Program. (Pages 4 and 5)
Coach the student in the ways which management problems.	he has found desirable in doing his work and handling his
Help the teacher make an honest appr	raisal of the student's performance.
Avoid subjecting the student to unnec	essary hazards.
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	ing a conference with the student on supervisory visits.
Provide other considerations:	·

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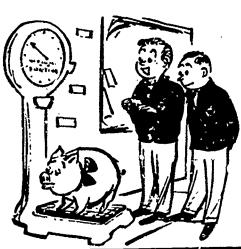
ANNUAL SUMMARY OF WORK EXPERIENCES AND CASH EARNED FROM HOURS WORKED



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TOTALS FOR THE YEAR			1				-					T
		TOTALS FOR THE YEAR	<u></u>									



RECORD AND SUMMARY OF NON-CASH EARNINGS FROM WORK EXPERIENCE



Date	(Room, meals, laundry, etc. away from home)	Quantity	Value
	Item	Quantity	
			\$
			<u> </u>
	TOTAL	XXX	
	B. RESCURCES FOR PERSONAL FARMING (Stock, feed, use of machinery, land, etc.)		···
	Item	Quantity	Value
			\$
			_
			+
			ļ
·····			
	TOTAL	XXX	
	C. OTHER NON-CASH EARNINGS	West was a second secon	
	Item	Quantity	Value
			\$
			_
			-
			
	TOTAL	XXX	
۲ کاستان کا ساز نیز رہیں		TAL VALUE	C. S. S. S. S. S. S. S. S. S. S. S. S. S.

1. Grand Total Value of Non-Cash Earnings.....\$

3. Total Earnings from Work Experience (1 plus 2).....

2. Grand Total Value of Cash Earnings (Page 21, Column 2).....



MY FINANCIAL STATEMENT

Year: Beginning	, 19
೯ading	, 19



ITEMS	Beginning of Year	End of Year	
ASSET'S	\$	\$	
1. Cash on hand and in Bank			
2. Cash value of life insurance			
3. Market value of stocks or bonds			
4. Accounts receivable, withholding tax, other			
		<u> </u>	
5. Value of land, buildings and equipment (student's share only)			
6. Value of livestock and poultry (student's share only)			
(student's share only)			
7 Volve of eron products feed seed supplies			
7. Value of crop products, feed, seed, supplies (student's share only)			
8. Other assets (list)			
A. Total Assets	\$	\$	
LIABILITIES		+	
1. Accounts payable (list)			
2. Other			
B. Total Liabilities	\$	\$	
STUDENT'S NET WORTH (Item A. minus B)	\$	\$	
NET GAIN OR LOSS	XXXXXXXXXX		

FFA, SCHOOL AND COMMUNITY LEADERSHIP ACTIVITIES



A. Degrees and Offices Held in the FFA

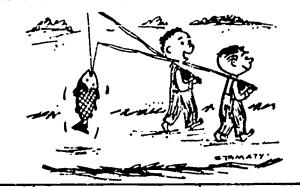
	Date Conferred	School Year	Office	Number Months Served				
Degree				Local	District	Area	State	
Greenhand								
Chapter Farmer								
State Farmer								
American Farmer								
							<u> </u>	

B. Other Participation

School Year	Participation in leadership events, such as public speaking, banquet, committee chairman, judging and Honor Society (specify)	Indicate level, such as Local, District, State and National				Status or rank such as superintendent, toastmaster, delegate, chairman
1691	(specify)	Local	Dist.			delegate, chairman
		-				
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FFA, SCHOOL AND COMMUNITY COOPERATIVE ACTIVITIES



Nature of activities (Cooperative buying, selling, pig chains, use of cooperative credit, farm organizations, banquets, demonstrations, tours, fairs, and shows)	School Year	Responsibilities or Participation	Scope, Number, Amount, etc.
		<u></u>	



LOOK WHAT YOU CAN WIN!

FFA Foundation Awards

- 1. In your Local Chapter
- 2. In your State Association
- 3. Nationally



MEDALS! CASH AWARDS! See National FFA Foundation Bulletin "Awards For You"

RECORD OF VISITS AND CONFERENCES

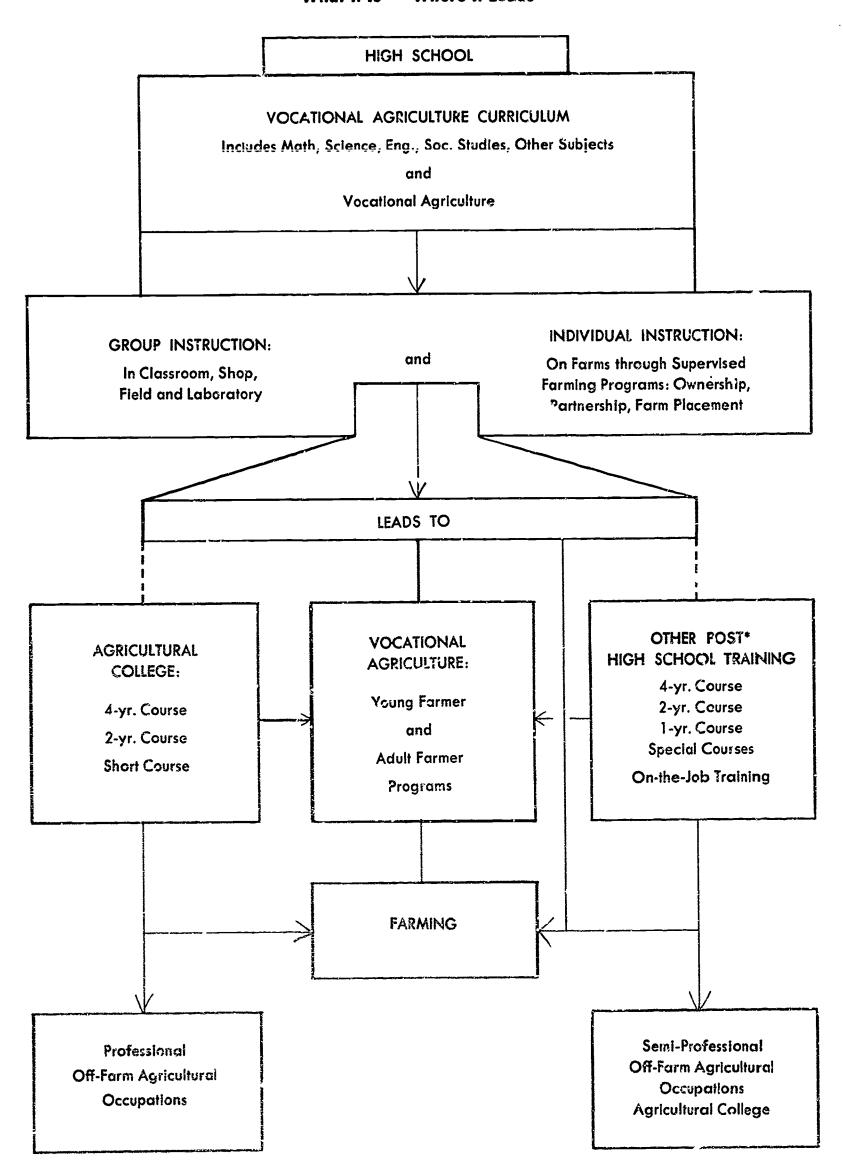


Date and Teacher's Initials	TEACHER'S COMMENTS ON STUDENT'S PROGRESS
Initials	
	<u> </u>
	·



A DIAGRAM OF VOCATIONAL AGRICULTURE

What It is --- Where It Leads



^{*} Includes Area Vocational-Technical Schools, Community Colleges and other institutions where agriculture is taught.

